

<b>MINUTES</b>
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**Del Norte Local Agency Formation Commission**  
**October 25, 2010**

**Members Present:** Leslie McNamer, Kathryn Murray, and Gerry Hemmingsen, Chair

**Members Absent:** Sparky Countess, and Public Member Charles Slert

**Others Present:** George Williamson, Executive Director, Karen Phillips, PS Business Services

1. Call to Order/Roll Call

Chairman Hemmingsen called the meeting to order at 4:00 p.m.

2. Public Hearing

None

3. Regular Business

A. Approval of August 23, 2010 Minutes (ATTACHMENT 3A).

On a motion by Commissioner McNamer, seconded by Commissioner Murray, and unanimously carried, the Del Norte Local Agency Formation Commission approved and adopted the minutes of the August 23, 2010 regular session, as presented.

B. Study Session Update on Municipal Service Reviews (MSR) and Project Applications in Progress (ATTACHMENT 3B).

Executive Officer Williamson presented the information on the MSR updates for the next MSR five year cycle to the Commission. Fort Dick Fire Protection District and Gasquet Community Services District are the next two MSR's that will need to be reviewed and approved. Mr. Williamson explained that a questionnaire is sent to the districts, response information is included in the MSR's and then a public hearing is set and noticed.

Mr. Williamson also noted the next meeting date, November 22, is Thanksgiving week, which typically is a week few people are in the office. The Commission requested a new meeting date be found for Nov/Dec.

The State Board of Equalization (BOE) filing materials for the Burtshell Tract annexation to the Smith River Community Services District have been received by Del Norte LAFCo and they will be sent to the BOE as soon as the assessor's parcel numbers (APNs) match up. At that point, the annexation process will be complete.

The Annual CALAFCO meeting is this month in Palm Springs. A new Northcoast LAFCo board has been seated and staff will send the information along to the local board as soon as possible.

C. Municipal Services Review Compliance Status (ATTACHMENT 3C).  
Executive Officer Williamson presented the updated status of the MSR's.

D. Fiscal Year 2010-11 Budget Status Report (ATTACHMENT 3D).

Executive Officer Williamson presented the update on the 2010-11 budget. Budget is good for the first quarter of this fiscal year; some funds were rolled over from last fiscal year. Less than \$5,000 was spent this quarter.

E. Staffing Services Contract Extension (ATTACHMENT 3E).

Mr. Williamson is requesting that his Staffing Services Contract be extended for the year July 1, 2010 to June 30, 2011, under the terms presented in the agenda packet.

On a motion by Commissioner McNamer, seconded by Commissioner Murray, and unanimously carried on a polled vote, the Del Norte Local Agency Formation Commission approved and adopted the contract extension with PlanWest Partners for the period July 1, 2010 through June 30, 2011 as presented.

4. Inquiries, Correspondence, Application Status and Referrals

A. Staff - The Executive Officer will provide a report of current projects, issues of interest, and pending legislation, including a CALAFCO activities report and the City of Crescent City Annexation Workshop.

The following topics were discussed: 1) staff attended a meeting of some interested property owners on Washington Boulevard/Railroad Avenue and manager for the Addie Meedom House. Attendees included realtors, property owners, city staff and Bill Renfro from the Tri Agency Economic Development Agency, to discuss extending services to that area. Mr. Williamson presented information to the group regarding annexation. The matter is under consideration and the interested parties will let Mr. Williamson know when they have polled the residents. When asked about the Washington Park sphere of influence for the CSA having been increased, staff explained the next step in the process is to annex the area into the district or City so that residents can get hooked up to the system. Mr. Williamson indicated that typically the property owners would apply to have the properties annexed to the district. LAFCo staff can provide them with the paperwork. The payment of the costs could be assessed against the properties and paid through annual property tax bills.

- B. Commission - On their own initiative, Commission members may make brief announcements or reports on their own activities. They may ask questions for clarification, make a referral to staff or request a business matter be placed on a future agenda per Government Code Section 54954.2 (a).

The following reports and announcements were made: Commissioner Murray noted that the Harbor District candidates indicated at their forum that they were not interested in being annexed into the City. Discussion followed regarding educating members about annexation.

- C. Public - Public comment on items of interest to the public within the subject matter jurisdiction of the Local Agency Formation Commission, and not otherwise appearing on the agenda. No action may be taken on any item not appearing on the agenda.

The following persons addressed the commission: None.

## 5. Adjournment

There being no further business to come before the Commission, Chairman Hemmingsen adjourned the meeting at 4:16 p.m. until the next regularly scheduled meeting on November 22, 2010 at 4:00 p.m.

Respectfully submitted,

Karen L. Phillips, Recording Secretary